



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Friday, May 22, 2009
POSITION TITLE:	Assistant Secretary, Office of Labor Relations	FINAL FILING DATE:	Monday, June 8, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	05222009_3

POSITION DESCRIPTION

Under the general direction of the Undersecretary, Administration, California Department of Corrections and Rehabilitation (CDCR), the Assistant Secretary will have direct oversight of the Office of Labor Relations.

The Assistant Secretary will be required to exercise extensive leadership skills and have an in-depth knowledge of labor contracts in order to provide advice and guidance to the Secretary, Undersecretary, and Executive Staff.

Duties include, but are not limited to:

- Responsible for all "main table negotiations" and monitors all negotiations, arbitrations, grievance settlements, or any other labor issues conducted by the Department of Personnel Administration (DPA) and CDCR. This includes both impact negotiations (negotiations delegated to the departments by DPA) and statewide negotiations (negotiations impacting CDCR conducted by DPA) in addition to encompassing arbitrations and/or grievance settlements that may have fiscal impact or impact on language in collective bargaining agreements within CDCR.
- Serves as advisor to CDCR executive management on behalf of the Secretary and Undersecretary in formulating strategies and contingency plans relating to contract and impact negotiations for all bargaining units which have direct relation to CDCR.
- Responsible for the implementation of policies and procedures affecting labor relations and CDCR.
- Provides assistance to the executive management team in preparing testimony for legislative hearings and news media coverage in labor relations matters.
- Represents the Secretary in making decisions that have an impact on labor-related issues and policies affecting CDCR.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience in the management of a comprehensive labor relation program for a large multi-faceted agency or organization; and extensive knowledge of the labor relation principles, practices, and procedures and their applications.
- Demonstrated, broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies in areas including, but not limited to, collective bargaining, negotiations, arbitrations, grievance settlements, and labor strategies.
- Ability to advise executive staff and the Undersecretary on a wide range of sensitive and controversial issues, and make sound decisions that will uphold the integrity of the Department.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend and/or implement effective courses of action regarding sensitive matters and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the Department; and carry out the Department's mission.
- Ability to communicate effectively both orally and in writing; and develop cooperative working relationships with representatives of Legislative and Executive Branch members, the Governor's Office, regulatory agencies, the media, and collective bargaining units.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated

the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Secretary, Office of Labor Relations**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Note: Persons who previously applied and passed the examination with a final file date of January 21, 2009, will remain active on the eligibility list. Persons currently applying for the examination will be merged into the existing eligibility list upon passing the examination.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments

P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>